

# Quick Start Guide

Your SAFARI Montage screens may look different depending on the software version purchased by your school or district. However, the basic functions will be the same.

## Logging In

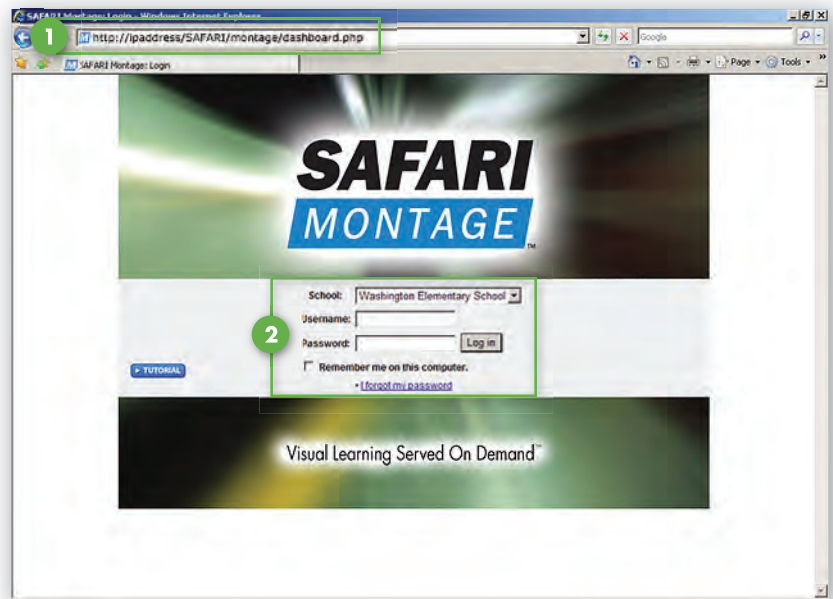
If this is your first visit, obtain the SAFARI Montage web address (URL) from your Network Administrator or school personnel.

- 1 Type the address into the URL field of your Internet browser (such as Internet Explorer), and hit "Enter" on your keyboard.
- 2 At the "Log in" screen, type in your username and the password, provided by your Network Administrator, and click **Log in**.

**TIP** To quickly access your SAFARI Montage system in the future, we recommend that you either create a desktop shortcut or add the web address as a "Favorite" or "Bookmark" (depending on your browser).

Username: \_\_\_\_\_

Password: \_\_\_\_\_



## The Dashboard

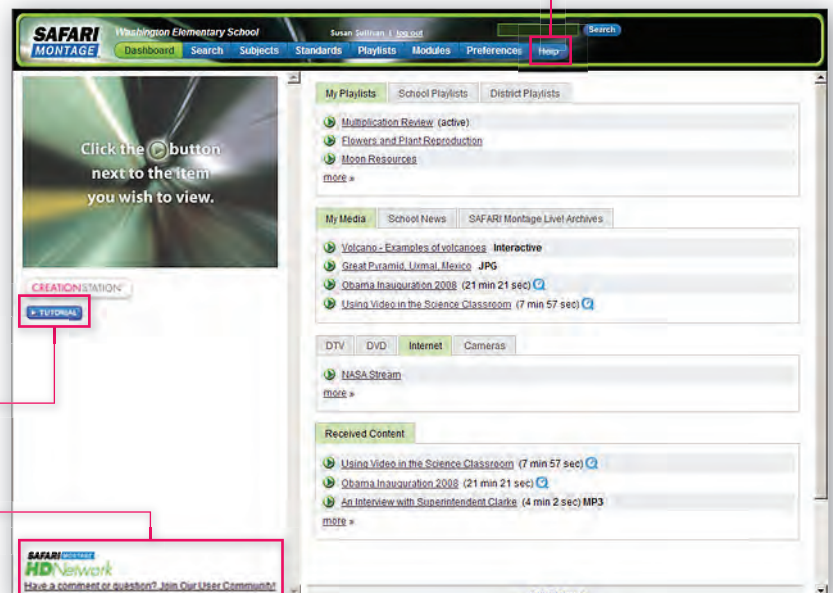
The Dashboard is the first screen that you will see each time you enter SAFARI Montage. It is a fast way to access media files and playlists that you have used recently.

As a brand-new user, you will not see any listings, but once you have used the system, the Dashboard will be customized by your selections.

**TIP** Click on the **SAFARI Montage tutorial link** — accessible from either the Dashboard or the previous "Log in" screen — for our step-by-step, interactive guide.

**TIP** Click on the **SAFARI Montage HD Network link** to join an online community where users share best practices, exchange ideas and become more proficient users of SAFARI Montage.

**TIP** Access the User Guide by clicking on the **Help** tab.



# Searching

## By Keyword

When searching by keyword(s), the system will look throughout the entire library of digital media, including title names, title summaries and chapter descriptions.


1 Type in a word or series of words that best describes your topic.

2 Consider refining the grade range so that your results only include the digital files most appropriate for your classroom.

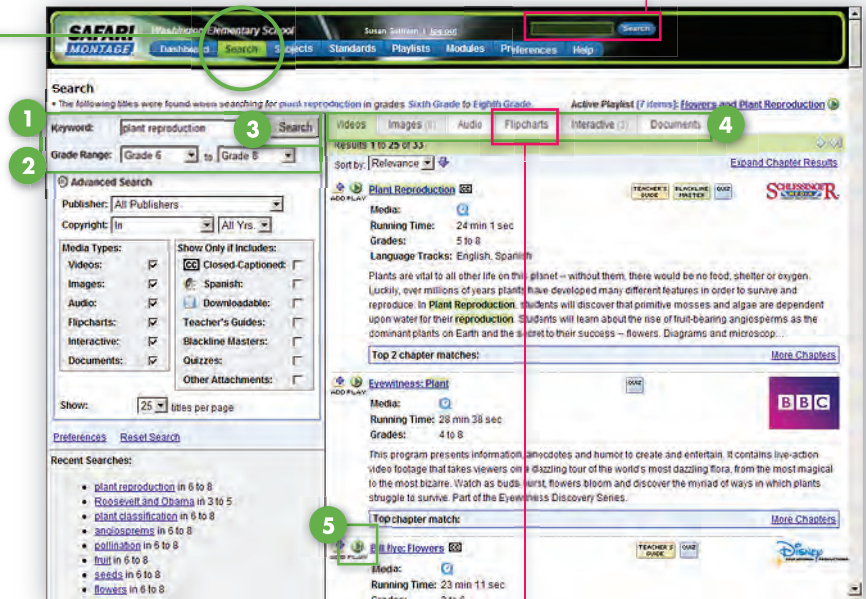
3 Click on **Search**.

Note: The Advanced Search options offer additional criteria for refining your search. By default, these options are already set up for you to yield a broad range of results.

4 Your search results will be separated by type into multiple tabs, including Videos, Images, Audio, Interactive and Documents.

5 Click on **Play** (  ) to view a video directly from this screen, or click on the title to go to a more detailed description.

**TIP** Use the **Quick Search field** for a speedy search from any screen.



If you use **SMART Notebooks** or **Promethean Flipcharts**, a customized tab will provide search results for these interactive whiteboard files.

## By Subject

Drill down through familiar subject headings to arrive at files that are most relevant to your topic.



## By Curriculum Standards

Use this method to find media files that support a specific state standard. From the drop-down menus, select the appropriate information and click on **Search**.

Note: SAFARI Montage uses the most recent standards for each state. The year associated with each document represents the last time that it was updated by the state.





# User Interface

## Whiteboard Integration

SAFARI Montage supports integration with SMART Board™, Promethean® Activboard® and other interactive whiteboards. Click on the logo to enable freezing a video and annotating over the image.



## Teacher's Documents

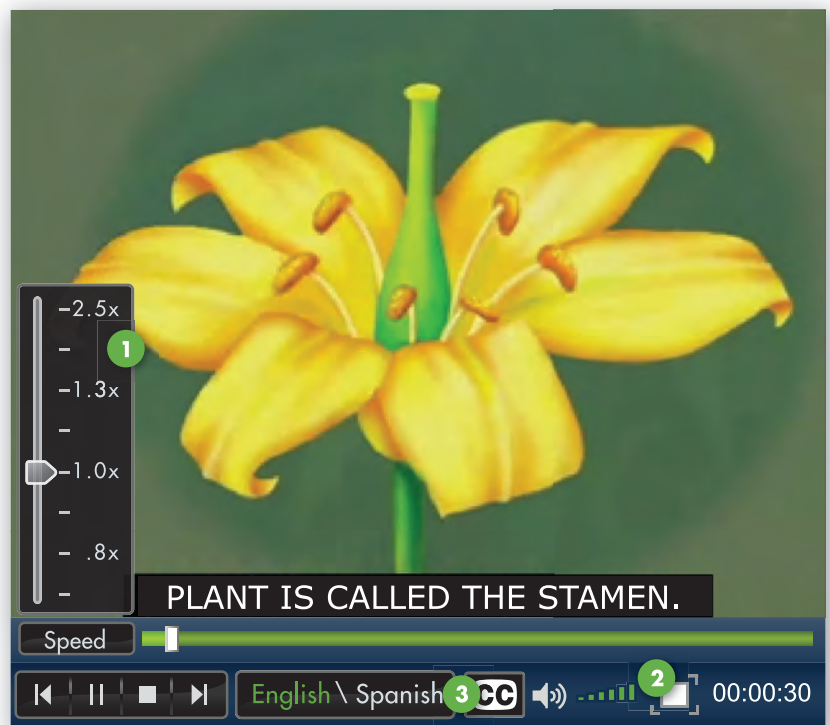
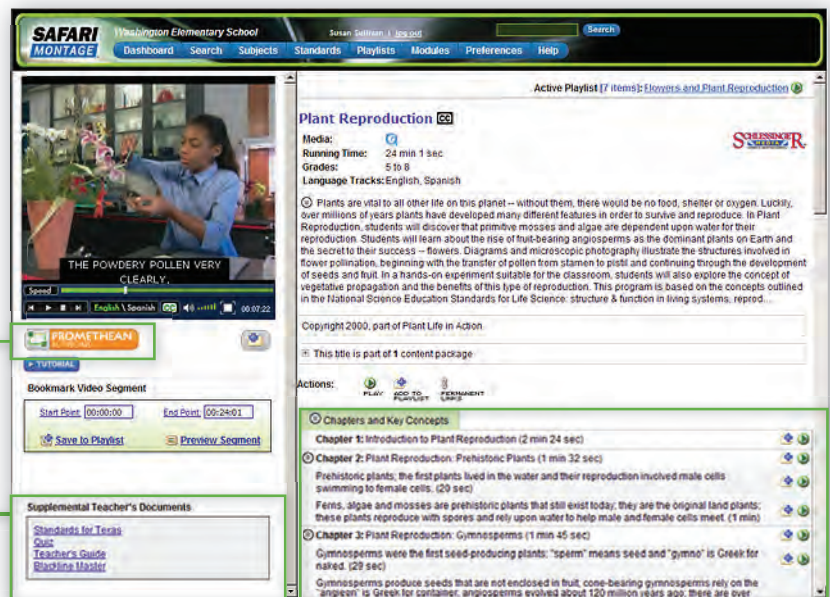
Listed here are all the supplemental teaching documents available for the selected title. These documents can only be accessed by teachers and administrators.

## Searchable Metadata

In addition to the title summary, this screen includes key concepts that are covered in each chapter within the video. This will help you find the specific portion of the video that you may need to cover your topic. Use the arrow buttons (⊕ ⊖) to expand or collapse the individual key concepts associated with a chapter.

## SAFARI Montage Media Player

- 1 Use **Variable Speed Playback** to play video and audio at slower speeds; ideal for special needs students and English Language Learners.
- 2 Click on the **View Full Screen** icon to enlarge the player window to fill your screen. Click on the icon again to exit "Full Screen" mode.
- 3 Closed-captioning and Spanish language tracks are available for many SAFARI Montage titles. Click to turn closed-captioning on and off, and click to toggle between English and Spanish as the video continues to play.



# Playlists

Playlists are customized collections of digital content for future playback that are tailored to your lesson plans. Playlist media can include videos and video segments, images, audio, flipcharts or notebooks, interactive files and documents that are organized and annotated to support your curriculum or a specific lesson.

Depending on your needs for a specific lesson, you can create different types of playlists, such as:

## Introductory Playlist

To introduce a unit or spark interest in a topic.

## Lesson Playlist

A detailed multimedia lesson plan to directly support instructional elements of a given lesson.

## Review Playlist

To reinforce concepts previously taught, or to reteach a concept by appealing to different learning preferences.

## Remediation Playlist

To provide additional support for students who have not mastered content.

Playlists are accessed under headers for My Playlists, School Playlists and District Playlists. Folders provide you with the ability to organize your playlists. You can create subfolders, rename existing folders and delete folders.

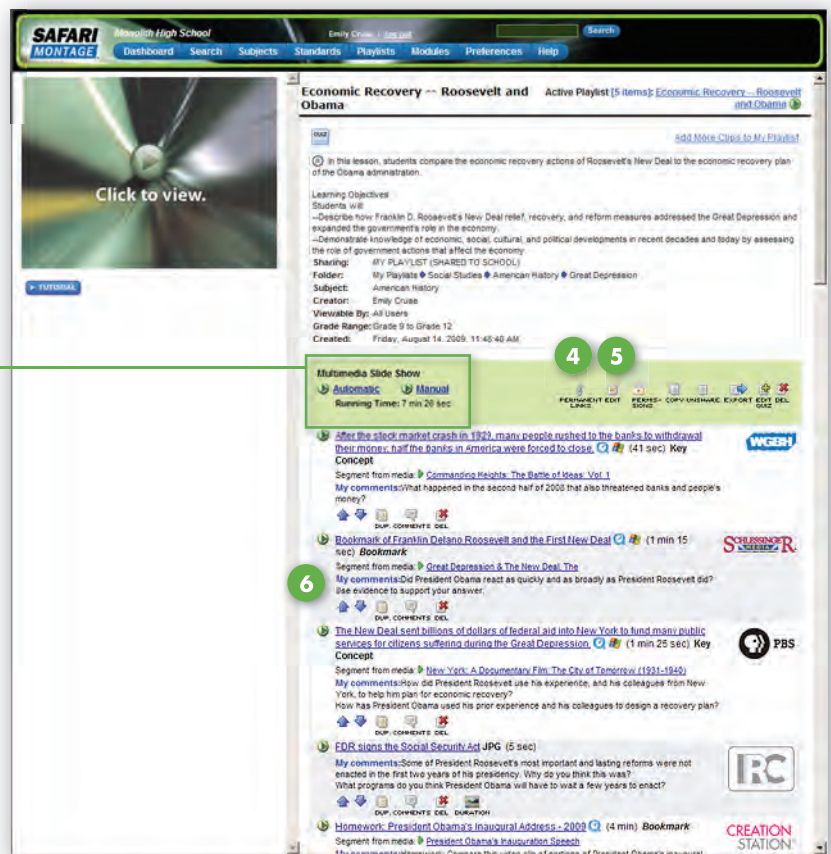
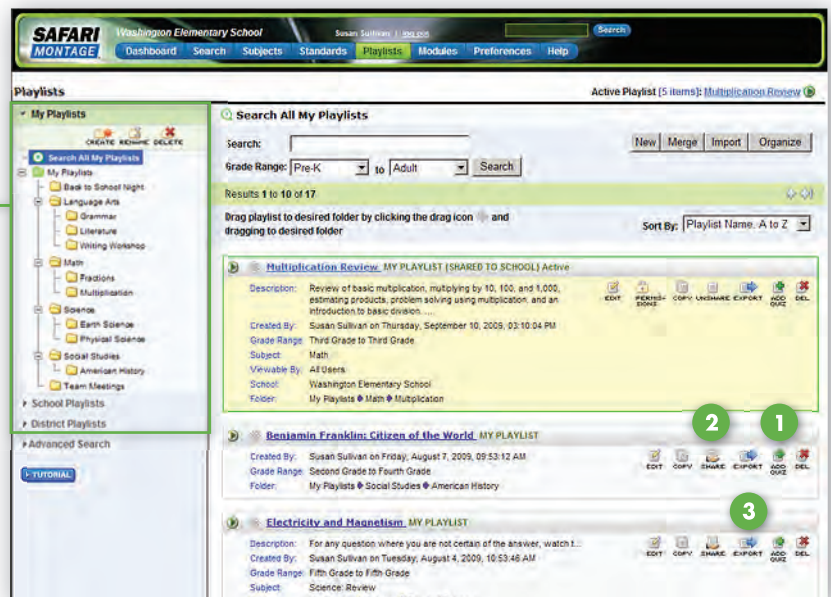
Choose from two options when presenting your playlist to the classroom:

**Automatic:** Playlist will be shown from beginning to end without stopping.

**Manual:** Allows you to advance forward and backward through your playlist as needed.

## Playlist Actions

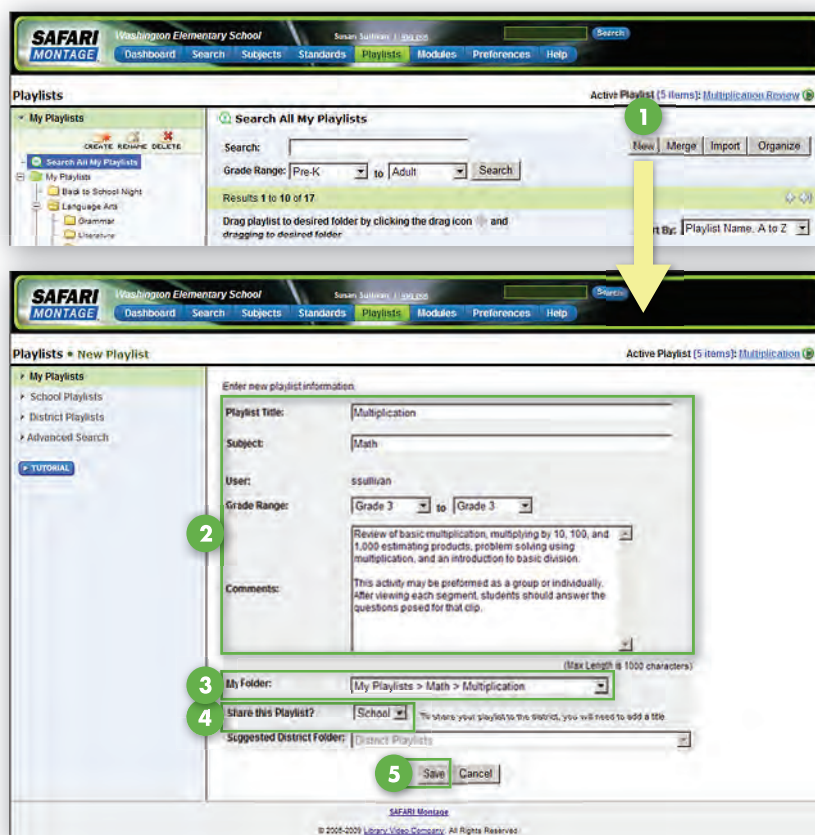
- 1 Create a quiz to assess student learning.
- 2 Share or unshare your playlist with other teachers at your school through the click of a button.
- 3 Export your playlist to create a file you can send to other SAFARI Montage users.
- 4 Create a hyperlink for your playlist to add to any document or portal outside of SAFARI Montage.
- 5 Edit information such as title, grade range and playlist comments.
- 6 Create comments to accompany any items on your playlist.





## Creating a Playlist

- 1 To build a new playlist, click on **New** and the **New Playlist** screen will appear.
- 2 Complete the information, including title, subject, grades and comments.
- 3 To manage your playlists, you can assign them to an existing folder in the **My Playlists** directory.
- 4 To allow other users to view your playlist, select either **School** or **District** in the **Share this Playlist?** drop down menu. If you are not ready to share your playlist, simply select **No**, and you can do so at a later time.
- 5 Click **Save** and your playlist is created! You are now ready to add files to your new playlist.



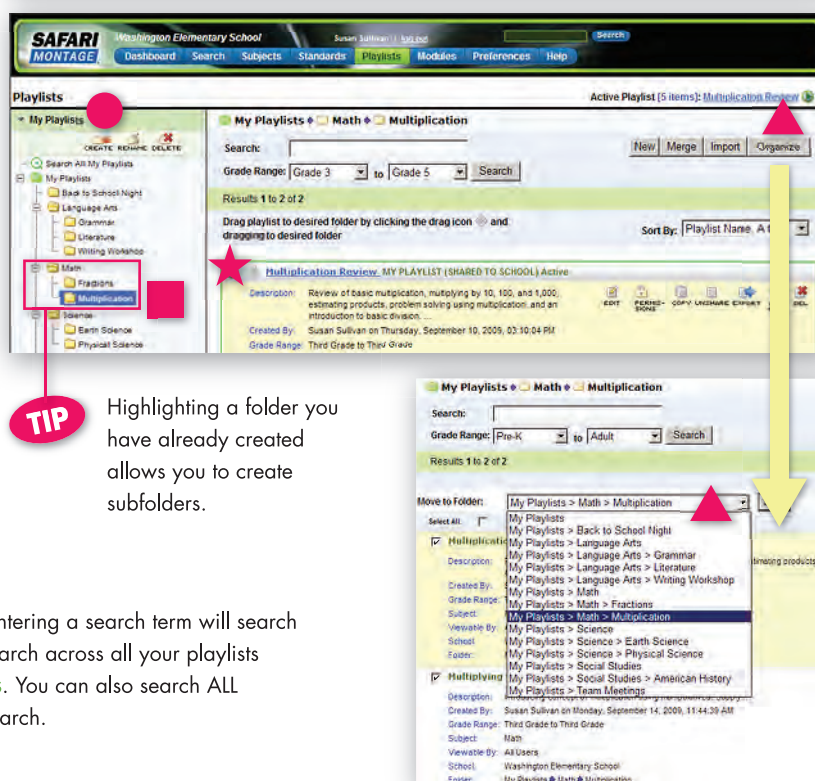
## Organizing a Playlist

Folders provide you with the ability to organize your playlists.

- To create a new folder, highlight **My Playlists** and click on **Create**. You can also rename or delete a folder you have created.

You can organize your playlists into folders in one of three ways:

- Select the folder you want when you first create the playlist.
- ★ Click on the drag icon next to the playlist title to drag and drop it into your desired folder.
- ▲ Click the **organize** button to shift into the organize view. From here, you can choose multiple playlists and move them to a selected folder.





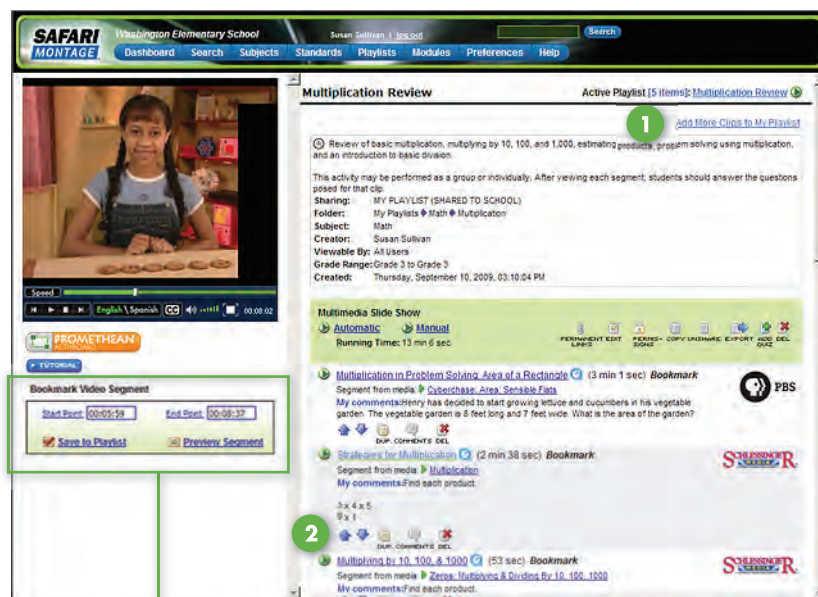
**TIP** Highlighting a folder you have already created allows you to create subfolders.

**TIP**

Highlighting a specific folder before entering a search term will search playlists in that folder only. You can search across all your playlists by selecting Search **All My Playlists**. You can also search ALL available playlists under Advanced Search.

## Adding Files to a Playlist

- 1 Click on **Add More Clips to My Playlist**. This will take you to the Keyword Search screen; however, you may conduct your search by using any of the methods described on page 2 of this guide. Once you have found a file that you like, simply click **Add to Playlist**. The plus sign (  ) will change to a check mark (  ), indicating that it was added to your playlist. Continue to search and add other items.
- 2 Once you're done, click on the **Playlist** tab again to access your completed playlist and view all the items that you've added. Use the up and down arrows to reorder the items in your list. At any time, you may go back and add other items to your playlist.



## Bookmarking Video

Teachers and students can create their own segments, and then sequence them together for convenient playback.

- 1 Click on **Start Point** at the desired beginning of your segment.
- 2 Click on **End Point** at the desired ending of your segment.
- 3 With bookmarking, you can redefine your start and end points as much as you need to. Click on **Preview Segment** to automatically play the segment back as you've bookmarked it. Once you're happy with it, save the bookmark to your active playlist.

